



King County
Department of Development
and Environmental Services
900 Oakesdale Avenue Southwest
Renton, WA 98057-5212

206-296-6600 TTY 206-296-7217

Already Built Construction (ABC) Commercial -
Pre-Screening Meeting Request Form

For alternate formats, call 206-296-6600.

Best to print on legal (8½ x 14”) paper.

BSD: ABC Commercial Pre-Screening Meeting Request Form

ABC Commercial Pre-Screening meetings are intended to allow the customer to meet with a limited number of staff prior to preparing and submitting a commercial ABC building permit. **This meeting and any preparation or follow-up time will be charged at the current DDES hourly rate** for each staff member involved.** These meetings are part of the ABC permit process and are preliminary in nature. Please complete the spaces below so that the appropriate staff can be assigned for the meeting.

(to be filled out by King County DDES)			
Pre-Application Number	Reviewer(s) Assigned	Date Assigned	Meeting Date
_____	_____	_____	_____

Please Print:

Applicant Name:		Date:	
Mailing Address:		Phone:	
		Cell:	
		Fax:	
		E-mail:	
Project Name and Description of violation:			
Project Address/Location:		Parcel Number(s):	
		Code Enforcement Number(s):	
Questions for the reviewer(s) and the Code Enforcement Officer:			

Prior to meeting with the staff, the applicant shall submit plans, a questionnaire, and a deposit of \$500.00 with this completed form. Make checks payable to “King County Office of Finance.” This deposit should be submitted with the completed forms and documents via mail or in person. Once the complete package and deposit have been received, you will be contacted to schedule the appointment to meet with the appropriate DDES staff.

By signing this form below, the applicant accepts **financial responsibility for all fees** associated with this action and will be mailed any refunds or invoices to the address above. The applicant also acknowledges that information provided at this meeting is subject to change if undisclosed features and/or issues are discovered on the subject property at a later date.

Signature of Applicant	Print Name	Date
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**** DDES fees are based on the latest fee ordinance adopted by the King County Council and are subject to change. As of June 1, 2007, the DDES standard hourly rate is \$140/hour.**



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Instructions for Already Built Construction (ABC) Commercial Pre-Screening Meeting

Services Available at DDES

DDES offers many free bulletins that deal with construction and land use issues, which may help answer your questions. These bulletins are available:

- From the DDES Web site at www.kingcounty.gov/permits
- In the lobby at our main office in Renton
- By calling 206-296-6600 and requesting them

To submit for an Already Built Construction (ABC) Commercial building permit, the first step is to request an ABC Commercial Pre-Screening meeting. At the time of your pre-screening meeting, your Commercial ABC building permit application information will be screened by DDES review staff. A Commercial ABC Permit Submittal Checklist will be provided to you at the end of the meeting. This checklist will include items needed to submit a complete ABC commercial building permit application.

A Commercial ABC Pre-Screening meeting is an opportunity to sit down with DDES staff to discuss your particular project. This can be useful to determine what items you will need to submit for a complete application. **The cost of this meeting will be charged at the current DDES hourly rate** for each staff member involved.** Any credit from the \$500.00 deposit can be transferred the to the future commercial building permit application. Any hourly charges over the \$500.00 deposit will be invoiced to the applicant of record shown on Page 1 of this form.

If appropriate, a Fee Estimate will be prepared after the ABC Commercial Pre-Screening meeting. This Fee Estimate would be one of the intake requirements for the commercial building permit application.

QUICK CHECKLIST

☐ Complete the form on the back side of this document (Page 1 of 2)

☐ Completed ABC Commercial Permits: Pre-Screening Questionnaire for Already Built Construction form

☐ Three sets of the documents you wish to discuss with staff.

☐ Detailed site plan

☐ Photographs of construction

☐ Building plans and calculations

☐ Site reports

☐ Detailed project description and summary

☐ Legal description

☐ A deposit in the amount of \$500.00 prior to scheduling the ABC Commercial Pre-screening meeting. Make checks payable to "King County Office of Finance."

☐ Bring or mail all above items to:

King County DDES
Attn: ABC Commercial Pre-Screening
900 Oakesdale Avenue SW
Renton, WA 98057-5212

After the complete package is submitted you will be contacted to schedule the meeting date and time.

The purpose of a pre-application conference is to review and discuss the application requirements with the applicant and provide comments on the development proposal. Information provided by King County Development and Environmental Services (DDES) staff, written or verbal, prior to, during or after pre-application processes is preliminary in nature and subject to changes in codes and regulations until such time that a formal building permit application is submitted and deemed complete. The applicant is responsible for determining whether a development proposal complies with applicable codes and regulations. The pre-application process is not intended to provide assurances that a development proposal will be approved by King County.

For questions about this form, please contact the Permit Center at 206-296-6600.

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Check out the DDES Web site at www.kingcounty.gov/permits